Recordkeeping of Occupational Injuries and Illnesses

MIOSHA — Michigan Occupational Safety and Health Administration

1 Who Should Attend . . .

This workshop is a must for anyone concerned about health and safety on the job including:

▶ Managers concerned about liability and worker's compensation costs

▶ Employees who want to learn proper techniques for protecting their safety and health at work

▶ Business owners who want to learn about compliance with MIOSHA

2 Why you need this Workshop . . .

▶ To reduce disabling injuries and illnesses to employees - and to ensure that every worker goes home safe and healthy every day.

▶ To reduce the high direct costs of work-related injuries, which grew to $42.5 billion nationally in 2000, and indirect costs, which were estimated at an additional $127 - $212 billion in 2002. *(2003 Liberty Mutual Safety Index.)*

▶ To enhance your company's bottom line. A strong safety and health commitment not only protects workers, it also reduces worker's compensation costs, improves employee morale, and increases production and quality.

3 What You'll Learn . . .

This MIOSHA program is designed to help employers ensure that their organization complies with MIOSHA recordkeeping requirements as contained in MIOSHA Administrative Rules Part 11, Recording and Reporting of Occupational Injuries and Illnesses. In addition to learning and understanding the "recordability" of work related injuries and illnesses, attendees will actively participate in a group exercise to complete the OSHA 300 log, 301 and 300A forms. Using this data, participants calculate injury and illness rates and learn how to compare these rates to other companies within their Standard Industrial Classification (SIC) or the new North American Industrial Classification System (NAICS).
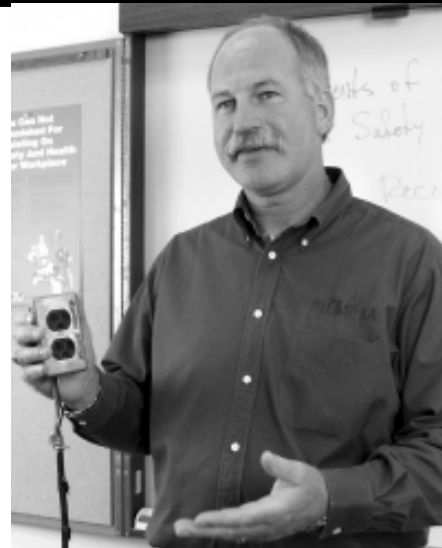
Agenda

We offer a flexible program agenda to emphasize the topics you want most.

▶ Mechanics of Recordkeeping

▶ Locations, Retention and Maintenance of Records

▶ Review Procedures for Completing Forms 300, 300A, and 301

Facilitator

Lee Jay Kueppers was appointed to MIOSHA in 1987 and joined the Consultation Education and Training Division in 1998 after serving more than 10 years as a general industry compliance officer. Prior to his appointment to MIOSHA Lee Jay was employed by Ford Motor Company and worked as a full-time fire fighter/EMT in New Mexico. Lee Jay continues his interest in fire fighting by serving as an on-call firefighter/EMT with the Washington Township Fire Department as well as teaching fire science part-time at Macomb Community College. He is a state certified fire instructor.

Lee Jay has a bachelor's degree in Industrial Safety and Fire Science from the University of Maryland and an Associate's degree in Fire Science from Macomb Community College. He performs his consultation services for employer/employees in Bay, Tuscola, Huron, Lapeer, Sanilac and portions of Macomb and St. Clair Counties.

Lee Jay Kueppers
Occupational Safety Consultant, MIOSHA, CET Division

Program Details

DATE: January 13, 2005
LOCATION: Double Tree Hotel
             One Wenonah Park
             Bay City, MI
COST: $30 per person - includes course materials.

TIME: Check-in - 8:30 a.m.
             Program - 9:00 a.m. to 12:00 p.m.
DEADLINE: Register by January 8, 2005
             Enrollment is limited to 40 participants, so please register early!
CONTACT: Dee Warren - 989.892.8601

COSPONSOR: **Bay City Fire Department & Bay City Professional Fire Fighters**

How to Register

Recordkeeping of Occupational Injuries & Illnesses

Complete information at right to register by:

▶**Phone:** 989.892.8601

▶**Fax:**   989.892.4920

▶**Mail:**   Bay City Professional Fire
            Fighters Local 116
            1401 Center Ave.
            Bay City, MI 48708
            Atten: Dee Warren

Make checks payable to: Bay City Fire Fighter Local 116

Name: —————————————
Company Name: ————————
Address: ——————————————
City: ————————————————
State: ——————————— Zip:————
Phone: ——————————————
Email: ————————————————
Fax: ——————————————————
Number Attending: ——— @ $30 each = $ ————

If this valuable seminar doesn't fit with your schedule or position, please pass this flyer on to a colleague.

All meetings are accessible and barrier free. Please contact the cosponsor or the CET Division, at least two weeks in advance, to request necessary accommodations.